

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**  
**MONTANA STATE PRISON**  
***An Equal Opportunity Employer***

July 1, 2008

|                   |  |                         |                  |
|-------------------|--|-------------------------|------------------|
| <b>Job Title:</b> | Mental Health Technician                               | <b>Position No.:</b>    | 39333            |
| <b>Division:</b>  | Montana State Prison                                   | <b>Bargaining Unit:</b> | MFSPE            |
| <b>Location:</b>  | Deer Lodge   | <b>Supplement:</b>      | NO               |
| <b>Status:</b>    | Permanent/Full-Time                                    | <b>Shift:</b>           | To Be Determined |
| <b>Salary:</b>    | \$12.905 New to State Government –<br>\$16.131 /hr DOE |                         |                  |

**Application Deadline:** Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources  
600 Conley Lake Road  
Deer Lodge, MT 59722

**fax:** (406)846-2950

**email:** [whislop@mt.gov](mailto:whislop@mt.gov)

**No later than 5:00 p.m., July 18, 2008**

Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext. 2202.

**Equal Employment Opportunity Employer:** Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. Montana State Prison is a smoke free agency.

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work under stressful and potentially dangerous conditions. Montana State Prison is tobacco free. All employees are TB tested annually.

**Typical Duties:** Supervises inmate behavior and social interactions on the unit and at activities outside the Mental Health Treatment Unit; encourages and behaviorally assists inmates in appropriate hygiene, social skills, social interactions, and social problem solving and conflict resolution; monitors inmates who are acutely disturbed; coordinates efforts designed to manage crises on the unit; participates in and helps facilitate psychotherapeutic, recreational, occupational, artistic and religious groups; monitors the distribution and administration of medications; documents inmate progress or lack of progress toward treatment goals; coordinates appropriate placement in job assignments, housing placements and/or cell-mate selections; coordinates intake and discharge processes in the unit; participates as a member of the Mental Health Treatment Unit Team; orients inmates to the Treatment Unit; assists in the development and implementation of treatment plans and participates in the evaluation of inmate's progress; acts as liaison between the administration of the Mental Health Treatment Unit and the unit correctional staff and other programs departments; coordinates and supervises inmate workers; is responsible for all paperwork necessary for inmates housed on the Treatment Unit; performs routine security duties related to the operation of the Unit.

**Qualifications:** This position requires a working knowledge of individual and group behavior; general behavioral modification techniques; general mental disorders and their symptoms; and general treatments for mental disorders. The position requires a thorough working knowledge of correctional practices, policies, and procedures. Requires effective interpersonal communication skills; including verbal and written skills, behavioral observation and

evaluation. The position requires supportive counseling skills including active listening, empathy, and immediacy. The position requires skills in conflict identification, management, and resolution. The position requires correctional skills necessary to maintaining a secure and safe facility. Additional skills are required in completing correctional paperwork in order to track, manage, place, or discharge an inmate. Must have the ability to work with mentally ill offenders in stressful conditions; relate to the mentally ill population in an open, flexible, and appropriate manner conducive to their mental health treatment; identify individual and group problems and intervene in an appropriate and effective manner; effectively communicate individual and group behavioral observations; work as part of the treatment team and cooperate with mental health staff; must have good personal relations skills and be able to form alliances with multiple persons in multiple departments.

**Education and Experience:** The Mental Health Technician position requires knowledge and skills typically obtained by a Bachelor's Degree in human services field (i.e. psychology, social work human services or counseling), but may be substituted with a combination of specialized training and experience as follows: a high school diploma plus 2 or more years of experience working fulltime in an inpatient mental health setting providing direct supportive mental health care to mentally ill persons. Experience in a correctional setting is preferred.

*THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT*

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Compensation:** The normal **entry** salary is \$12.905 hourly, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_